



## HP Printing Possibilities Project Guide

*Creative project ideas  
with complete step-by-step  
instructions to use with  
your bonus software:  
PrintMaster™ Gold,  
Professor Franklin's  
Instant Photo Effects™ &  
Microsoft® PictureIt!® Express*



## A paper for every occasion.



**Special occasion?** Everyone has one. Whether you're creating a birthday card for your mom, a "Welcome Home" banner for your best friend, or a family photo album for your grandparents' anniversary, use the paper that turns your project into keepsakes. HP Specialty Papers. Because special occasions deserve special paper.



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# Contents

Introduction ..... Page 2

Greeting Card ..... Page 6

Certificate of Recognition ..... Page 14

Photo Album of Memories ..... Page 20

Personalized Stickers ..... Page 28

Recommended HP Media ..... Page 32

## For questions or technical support:

PrintMaster™ Gold – See page 3

Professor Franklin's Photo Effects™ – See page 4

Microsoft® Picture It!® Express – See page 5



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Professor Franklin's Instant Photo Effects™ is a product of Streetwise Software, Inc.

Microsoft® Picture It!® is a U.S. registered trademark of Microsoft Corp.

Wedding photos courtesy of Keith Aden Photography, Portland, Oregon



## Printing Possibilities Symbols

This booklet contains these helpful symbols:

### Tip:

*Tips and tricks to make your color creations even more striking and unique.*



*Look here for an idea of how long each project takes to create.*

### ► Beginner

*This bar lets you know the skill level recommended for each project.*

**In addition**, we've included a list of recommended supplies at the beginning of each project.

## Introduction

Imagine creating your own beautiful and personalized gifts, like heartfelt greeting cards or meaningful award certificates. Consider getting your whole family or a special group of friends involved in creating a photo album of special memories or events. Have fun designing and sharing your own full-color photo stickers.

You can make all of these exciting things possible with "Printing Possibilities" and your HP DeskJet color printer.

If this is your first adventure into the exciting world of color printing, that's great! This project booklet is the perfect place to start.

First, let's get your printer set up and install the software.

## Setting up Your Printer and Installing the Software

1. To set up your printer and install its software, refer to your printer's Getting Started or Setup Guide.
2. During installation, you can install PrintMaster™ Gold Publishing Suite, Professor Franklin's Instant Photo Effects™ (Windows 95 & Windows 98 only) and Microsoft® Picture It!® Express. Follow the on-screen instructions to install this software.

**Important!** PrintMaster Gold may ask you for a serial number, but it is not required to use the program.

## Easy Tools – Endless Possibilities!

You don't need to be an artist to achieve a professional look for all of your printed projects. Easy-to-use software programs turn your ideas into unique creations.

### PrintMaster™ Gold Publishing Suite

PrintMaster™ Gold includes everything you need to create designer-quality greeting cards, stickers, calendars, newsletters, brochures, mailing labels, posters, name tags and more.

Choose from three easy ways to start your projects:



**Ready Made** – Select from quick and convenient, pre-made designs.

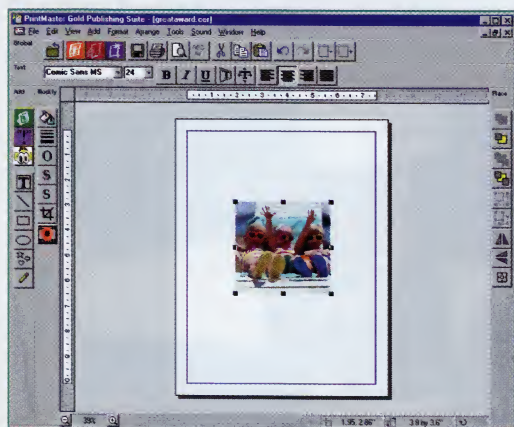


**With Help** – Follow a handy wizard, accompanied by the PrintMaster™ himself who talks you through the project.



**Brand New** – Start your creation from scratch.

PrintMaster Gold's workspace is surrounded by five helpful, easily accessible toolbars: *Global*, *Text*, *Add*, *Modify* and *Place*. You'll learn more about these toolbars and their buttons in each of the projects.



To enhance your creations, you'll discover a gallery of graphics, high quality photographs and professionally written greeting card sentiments for almost any occasion imaginable.

### System Requirements for PrintMaster™ Gold

- Microsoft Windows 95 or Windows 3.1x
- Minimum requirements: 80486/66 MHz CPU with 8 MB of RAM
- 25 MB of hard drive space
- 2x CD-ROM drive
- SVGA card and monitor

### Contacting PrintMaster Gold Technical Support

Web site: [www.mindscape.com](http://www.mindscape.com)

Phone: 800-409-1497  
or 423-670-2040

Fax: 415-897-5186

Hours: 8:30 am - 5:00 pm  
Pacific Standard time

**Note:** When installing PrintMaster Gold, you will be asked to supply a registration number. This number is not required. Simply exit the dialog box.

**Tip:** For a really fun surprise (especially for kids) take a look at Cartoon-o-Matic™.





## *System Requirements for Professor Franklin's Instant Photo Effects™*

- Windows 95, Windows 98 and NT 4.0
- Minimum requirements: 80486/66 MHz CPU with 16 MB of RAM
- 14 MB of hard drive space
- 2x CD-ROM drive (4x recommended)
- SVGA card and monitor

## *Contacting Photo Effects Technical Support*

Web site: [www.swsoftware.com](http://www.swsoftware.com)

Phone: 310-998-3361

Fax: 310-828-8258

Hours: 8:00 am - 3:00 pm  
Monday-Friday  
Pacific Standard time

**Tip:** You can add your own photographs to your projects and print them with amazing results. Check out the Photo Album project on page 20 to learn how.

## Professor Franklin's Instant Photo Effects™

Use Photo Effects' special software tools to enhance photos and graphics. Select from a variety of free images or work with your own.

From there, you can add an interesting frame, modify the edges or shape of the image or add a pattern to it. You can even use Photo Effects' Darkroom options – including tools for adjusting brightness and contrast, focus, color correction and reversing your image to create a negative.

To create interesting color posters, flyers and signs, you can add text to any image, using a variety of fonts, sizes and colors. Or add your favorite photo to any existing document. When using PrintMaster™ Gold

and Photo Effects, you can import photos and graphics saved in the following formats: BMP, TIF, JPG or GIF.

These are just a few of the photos that come with Professor Franklin's Instant Photo Effects™.



## Microsoft® Picture It!® Express

Easily modify your personal photographs and get great photo-quality results. Crop, rotate or flip, adjust brightness, contrast or tint, and even get rid of red eye on your favorite pictures.



Acquire photos from your digital camera or scanner, or open them from a disk. For a professional look, use Picture It! Express to soften the edges of your photo. Crop your photo to fit within a unique shape, like a square, circle, star or diamond. If you know the exact proportions of your finished photo, simply supply the numbers, and Picture It! Express will take care of the cropping.

Picture It! Express makes it easy to work with a number of different photos – all open photos are conveniently displayed in the Filmstrip at the bottom of the screen. Like a real filmstrip, each frame contains a separate photo.

Once you have your photo exactly the way you want it, the fun continues! Create a photo collage within Picture It! Express. Or open your photo in PrintMaster™ Gold for use in projects like greeting cards, certificates, photo albums and stickers, as described later in this booklet. Then, print your photo on your HP DeskJet printer, using special HP photo papers for optimal print quality.

### *System Requirements for Microsoft® Picture It!® Express*

- Windows 95 and NT 4.0
- Minimum requirements:  
Multimedia PC with Pentium  
90 or higher processor, with  
16 MB of RAM
- 80 MB of hard drive space
- CD-ROM drive
- SVGA card and monitor
- 1 MB VRAM

### *Contacting Microsoft® Picture It!® Express Technical Support*

Web site:

[www.microsoft.com/pictureit/express.htm](http://www.microsoft.com/pictureit/express.htm)

**Tip:** You can save your photo as personalized wallpaper for your computer. Wallpaper is the background image that you see on your computer's desktop. It's easy! Just click the *Save, Print, & Send* button. Then select *Save As Wallpaper*.



## ► Beginner



35 Minutes

### Supplies list

- HP Glossy Greeting Card Paper

**Tip:** The PrintMaster Help wizard gives you pointers every step along the way! You can listen to and read the tips and then click *OK*. Or, to bypass these tips, click the *Don't show this again* checkbox.



## Creating a Greeting Card

### Overview

While store-bought greeting cards are a nice gesture, hand-made, personalized greeting cards show extra special thought. Consider the possibilities for making your own greeting cards – birthdays, new baby announcements, congratulations, graduation, new home, job promotion, thank-you notes, get well wishes, thinking of you sentiments and more.

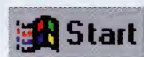
Using HP Greeting Card Paper and your HP InkJet Color printer, your greeting cards look professionally designed and crafted. Greeting cards are the perfect first project because you'll learn lots of great tips that you can apply to other creations.

## Let's Make a Thank You Card

### Setting Up Your Thank You Card

1. Open PrintMaster™ Gold:

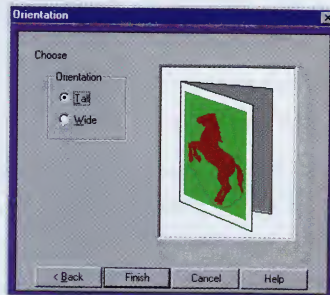
**Windows 95 Users:** Click the **Start** button in the Windows 95 task bar. Then select *Programs*, then *PrintMaster™ Gold*, and finally *PrintMaster Gold Publishing Suite*.



**Windows 3.1x Users:** Open the *Program Manager* and double-click the *PrintMaster Gold Publishing Suite* subdirectory. Then double-click the *PrintMaster Gold Publishing Suite* icon.



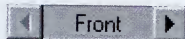
2. In the *Create...* screen, click the **Brand New** button.



3. Select *Half-fold Card*. Click **Next**.
4. For orientation, select *Tall*. Click **Finish**.

## Viewing All Sides of Your Card

1. Below the workspace in the main window, click the arrows to view all sides of your card.
2. Return to the Front view and follow the steps below.

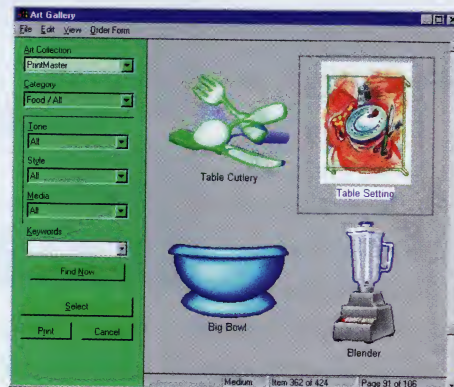


## Adding Clip Art to the Front of Your Card

1. In the *Add* toolbar, click the **Add a Picture** icon.
- The *Art Gallery* window appears.

2. Under *Art Collection*, select **PrintMaster**. Under *Category* select **Food/ALL**.

The other categories should be set to **ALL**, and the Keywords field should be set to **None**.



3. Use the scroll bar to the right of the graphics list to locate the clip art named *Table Setting*. (Look underneath each art piece to see its name.) Or, to find it faster, you can type *Table Setting* into the Keywords text field and click **Find Now**.
4. Click once on the clip art to select it and then click the **Select** button.

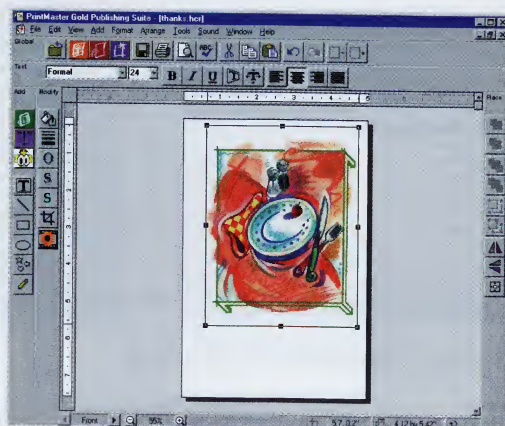
**Tip:** For the best selection of clip art, set the *Style* and *Media* selections in the Art Gallery window to **All**.

**Tip:** To add a photo, see page 16, "Adding Your Own Photo." Then, go to page 10 "Working With the Inside of Your Card."

**Tip:** To delete a graphic or text box once it's on your page, click its border and press the *Delete* key on your keyboard.

## Sizing and Positioning Clip Art

1. While pressing the Shift key on your keyboard, click and hold the mouse on one of the black squares around the image. Then move the square up or down to resize the image so it looks like our example.



2. To move the image, simply click it, move it to the center of the page and release the mouse button.

## Adding Text

### Using Supplied Sentiments

1. In the *Add* toolbar, click the **Add Sentiment** icon.

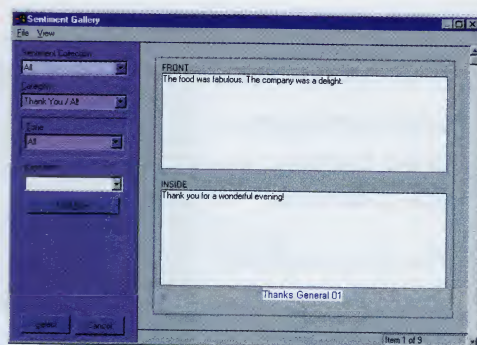


**Tip:** To say it in your own words, click the text box tool in the *Add* toolbar.



In the image area, draw a text box where you would like your text to appear. When the cursor appears, type in your text.


Similar to the *Art Gallery* dialog box, the *Sentiment* window has categories of options to choose from. The top box, called **FRONT**, shows you the words that will appear on the front of your card. The bottom box, **INSIDE**, shows the words that will appear on the inside.



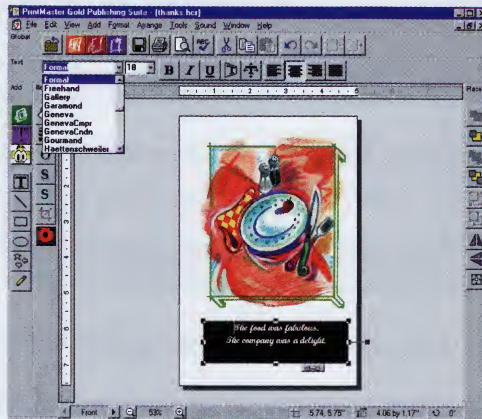
2. Under *Sentiment Collection*, select **ALL**. Under *Category* select **Thank You**, then **ALL**. Under *Tone*, select **ALL**. The greeting titled *Thanks General 01* should appear. Now click the **Select** button.




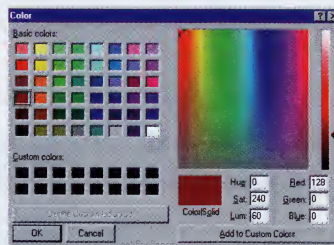
## Changing the Text's Position, Font, Size and Color


- To position text under the image, move the cursor over the border of the text box until you see the cursor change to a crosshair . Then click and hold while you reposition it, and then release the mouse button.

- To change the font and size of text, first use your cursor to highlight it. Then, in the *Text* toolbar, select the font named *Formal* in the font menu. To change the size, select 24 in the *point size* menu.



- To change text color, first make sure the text is highlighted. Then, click the **Paint Bucket** icon.  Next, click the **More** button in the pop-up color menu. A *Color* dialog box appears. Click a burgundy color square and click the **OK** button. Click outside the text box to see the new color.



- To align text, click the center alignment button in the *Text* toolbar. 

**Tip:** To modify a supplied sentiment once it's placed on your card, select the text box tool in the *Add* toolbar, place the insertion point in the text and make your changes.

**Tip:** Remember, you can always select *Undo* in the *File* menu to reverse your last action if necessary.


**Tip:** For the best printing results, position your artwork slightly off-center to the right. This allows for the margin the printer needs when printing an 8 1/2" x 11" page.

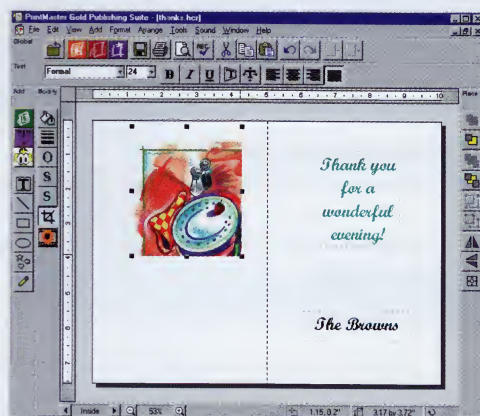
## Working With the Inside of Your Card

- To see both sides of the inside of your card, select the *View* menu in the menu bar and then select *Inside*.
- Notice that the second part of your supplied sentiment is there for you to work with. On the inside of the card, the font should be changed to *Formal* and set to *36 points*. The alignment is set to *centered* and the color we chose was *Teal*. Follow the previous instructions to change its position, font and color.

## Cropping Clip Art to Place on the Inside of Your Card

In this project, we'll use a copy of the clip art from the front of the card and crop it on the inside. Cropping allows you to cut a picture down to show only a small part of it.

1. Under *View* in the menu bar, select *Front*.
2. Click once on the clip art on the front of the card. From the *Edit* menu, select *Copy*.
3. Under *View* in the menu bar, select *Inside*.
4. In the *Edit* menu, select *Paste*. (Do not select *Paste Special*.)
5. With the clip art selected, click on the cropping tool  from the *Modify* toolbar. Now, click the clip art, position the cursor over the lower-right black square and drag it up and to the left to crop the image.





- Once cropped, click anywhere outside the image to disable the cropping tool. Make the cropped art smaller. First, click once on the image. Then press the **Shift** key on your keyboard, while clicking and dragging one of the corner black boxes.

- Place the image underneath the inside greeting and above your name. (To add your name, see the **Tip** to the right.)





**Tip:** To add your name to your Thank You card, you can either sign it after it has been printed, or create your own text box underneath the inside greeting and type your name.

## Saving Your Greeting Card

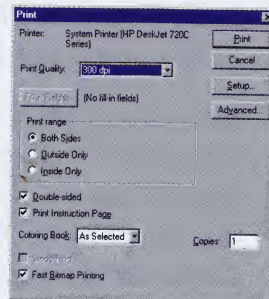
- In the *File* menu, select **Save**.
- Complete the fields in the dialog box and click **OK**.

## Printing a Test Card

- To see how your greeting card will print, select the **Print Preview** button in the *Global* toolbar.  Use the **Prev Page** and **Next Page** buttons to see both sides of your card. Then, click the **Close** button.
- Click the **Print** icon in the *Global* toolbar.  You see the Print dialog box.

Make sure HP DeskJet is listed as the printer. If not, click the **Setup** button and select it in the *Specified Printer* list. Then click **OK**.

*Note: Your Print dialog box may look slightly different than our example, depending on which printer you have.*




- Click the **Setup** button and then the **Options** button. For a test print, select the **EconoFast** button to save ink.
- Click the **OK** button twice to return to the *Print* dialog box.




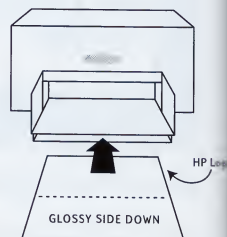
**Tip:** Once you've saved a project, you can open it again later. Just select *Open* in the *File* menu and you'll see your card displayed in the Project Gallery. Click on it once and click the *Select* button.

**Tip:** Envelopes are included with HP Greeting Card Paper! To learn how to print on envelopes, follow the instructions in your printer's user guide. Also, you can print multiple envelopes for occasions like birthday parties or holiday greetings.

5. To print the outside of your card, select *Outside Only* for the *Print range*.
6. To ensure proper print orientation, do the following:  
Remove all paper from the printer's IN tray. With a single sheet of plain paper in a vertical (portrait) position, draw an arrow pointing up on the top half, and in the lower-right corner write "HP Logo".
7. When printing the outside of the card, insert this test sheet into the printer's IN tray with the arrow face down pointing away from the printer. Click **Print** in the *Print* dialog box on your screen.
8. To print the inside of your card, click the **Print** icon in the *Global* toolbar.  You see the *Print* dialog box. This time, select *Inside Only* for the *Print range*.
9. Reinsert the page with the arrow face up pointing toward the printer and click **Print**. Then, remove the test page from the printer and fold in half. Note how the inside printed relative to the outside. Repeat the test if the layout is not correct.

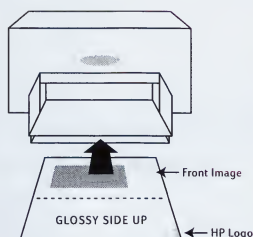
## Printing your Glossy Greeting Card


1. Before inserting your HP Glossy Greeting Card Paper into the printer, note the location of the HP logo appears on the glossy side of the paper.
2. Using the test print as an example, insert a blank piece of HP Glossy Greeting Card Paper into the printer *glossy side down* with the HP logo face down pointing towards the printer.
3. To print the outside of your card, click the **Print** icon in the *Global* toolbar.  Select *Outside Only* under *Print range*. Click **Setup** and then **Options**. Then, on the *HP Print Setting* box under Paper Type, pull down the menu and select HP Glossy Greeting Card Paper. Click the **OK** button twice to return to the print dialog box.
4. Click the **Print** button.





5. To print the inside of your card, reinsert the paper *glossy side up*, with the outside image pointed towards the printer.



6. Click the *Print* icon in the *Global* toolbar.  Select *Inside Only* for the *Print range*. Click the **Print** button.

## Expanding Possibilities

- Make a “window” for your card by cutting a shape out of the front exposing the image on the inside.
- Make monogram stickers to seal the envelope or make a sheet of fun stickers to enclose with your card. For instructions on making stickers, go to page 28.
- Baby announcements are even more special with a photo! Use the instructions from the Certificate project on page 14 to make a baby announcement showing your baby’s photo on the front.



## ► Intermediate



1 Hour

### *Supplies list*

- A photo of your certificate's recipient
- HP Premium Photo Paper, or HP Premium Inkjet Heavyweight Paper

**Tip:** Make sure your photos are saved in one of the following formats so you can easily import them into your document: GIF, BMP, JPG, or TIF.



## Certificates of Recognition

### Project Overview

Certificates are a great way to recognize someone's effort or achievement. Consider making a certificate for a child who worked extra hard on a project, a co-worker who has done a great job or a volunteer who helped raise funds for a fund-raising event. In this project, we'll create a certificate for a grandparent, and we'll even personalize it by adding a photo.

## Let's Make a Certificate

### Getting Photos Onto Your Computer

**Scanning:** If you're using photos that have already been processed, scanning is the easiest way to get them into a usable format for your computer. If you have one, use your own scanner and follow its instructions. Or, you can take the photos to a photofinisher and ask them to scan the photos for you. Save the files onto a floppy disk or CD.

**Digital Film Processing:** This method of developing film places all of your pictures onto a floppy disk or CD. You simply have your roll of film processed digitally at your camera store or photo lab. In addition to printed photos, you'll receive electronic photos on floppy disk or CD that you can insert into your computer.

**Digital Camera:** Use the instructions for your digital camera to transfer photos to your computer.



## Setting Up Your Certificate

1. Open PrintMaster™ Gold:




**Windows 95 Users:** Click the **Start** button in the Windows 95 task bar. Then select *Programs*, then *PrintMaster Gold*, and finally *PrintMaster Gold Publishing Suite*.

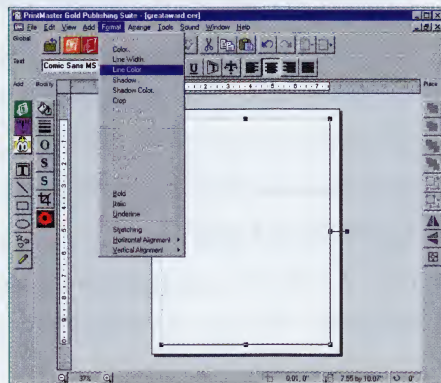
**Windows 3.1x Users:** Open the *Program Manager* and double-click the *PrintMaster Gold* subdirectory. Then double-click the *PrintMaster Gold Publishing Suite* icon.



2. In the *Create...* screen, click the **Brand New** button.
3. Select *Certificate*. Click **Next**.
4. For orientation, select *Tall*. Click **Finish**.

## Creating a Simple Border


1. In the *Add* toolbar, click the *Rectangle* tool. 
2. Position your cursor in the upper-left corner of the image area. Click and hold the mouse button while you drag down and to the right to create a box. Leave about 1/2" margin on all sides.
3. Click the black box you just created. In the *Modify* toolbar, click the **Paint Bucket** icon.  Click **None** at the top of the pop-up *Color* menu. You should now see only a black border.
4. Click on the border so you see the small black squares around it. Then click the *Line Width* tool  and select the *2 point* line.
5. To change the line color, under the *Format* menu at the top, select **Line Color**. When the color palette next to the *Color* icon comes up, click **More**. In the larger *Color* dialog box, select a dark purple square and click **OK**.



**Tip:** For an extra boost for your child, present a certificate in the morning before school and tape it to the refrigerator or bathroom mirror as a reminder of a job well done.

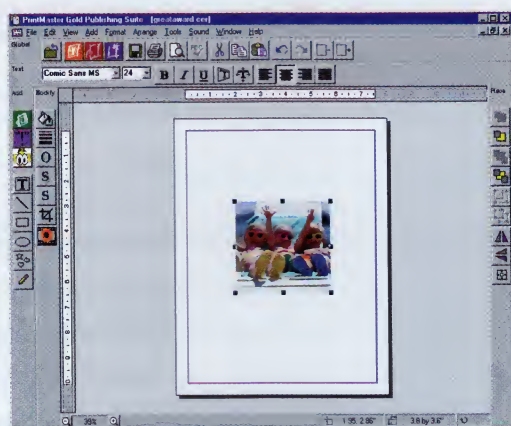
**Tip:** To determine a graphic's format, open Windows Explorer (Windows 95) or File Manager (Windows 3.1x) and look at the letters following the graphic's name. Remember, it must be GIF, BMP, JPG, or TIF format.

## Adding Your Own Photo

1. Insert the floppy disk or CD containing your photo.
2. In the *Add* toolbar, click on the *Add a Picture* icon.   
The *Art Gallery* window appears.
3. In the *File* menu (within the *Art Gallery* window), select *Open from Disk*.
4. In the *Drives* list, select the floppy drive or CD drive containing the photo. In the *Directories* list, locate the folder containing the photo.


If the photo is not listed, make sure it was saved in GIF, BMP, JPG, or TIF format.

5. Select the photo, making sure that it shows up in the *Preview* area. Click the **OK** button. You see your photo placed in the center of the page.



6. To crop the photo, refer to page 10, Step 5.


## Adding Text

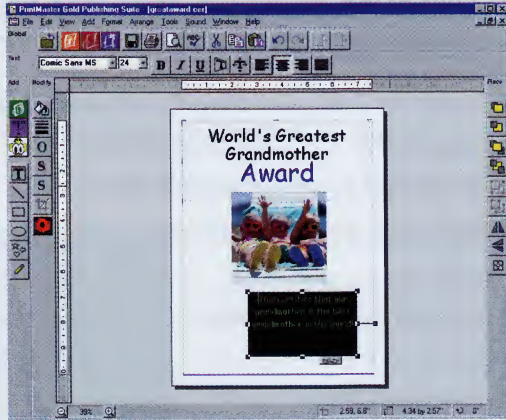
1. Click the *Text Box* tool in the *Add* toolbar. 
2. Click in the upper-left corner of the page, while dragging down and to the right, creating a large text box above your photo. Release the mouse button. The cursor appears in the text box.
3. Type the name of the award. We're calling ours, "World's Greatest Grandmother Award."
4. Click the *Text Box* tool again and draw another text box under the photo. Then type a message to describe the certificate.



## Changing the Text's Font, Size, Color and Position

1. First, highlight the text you want to modify.


2. Use the options in the *Text* toolbar to modify the text's appearance. In our example, we're centering the text  and




using the font called *Comic Sans MS*. If this font is unavailable, choose another one you like.

- The "World's Greatest Grandmother" text is *48 points*.
- The word "Award" is *72 points* and the color is purple to match the certificate's border.
- The message to describe the certificate is *24 points*.

Refer to page 9 of the Greeting Card project for more details on changing the text's appearance.

3. To reposition a text box, click its border. Position the cursor over the border until you see a crosshair . Then drag the box to the desired position and release the mouse button.

## Adding a Line for Your Name


1. In the *Add* toolbar, click the *Line* icon. 

2. While pressing the **Shift** key on your keyboard, click near the bottom-center of the page and drag to the right. When the line is long enough to hold your signature, release the mouse button.

3. To shorten or lengthen the line, press the **Shift** key again and drag one end of the line to the left or right.

**Tip:** If any of the words are now hidden, expand the borders of the text box. Just click once on the edge of the text box. Then drag one of the small black squares to expand the border.

## Adding a Ribbon

1. In the *Add* toolbar, click the *Add a Picture* icon.   
The *Art Gallery* window appears.
2. Under *Art Collection*, select **PrintMaster**. Under *Category* select **Objects/All**. The other categories should be set to **All**. The key words field should be set to **None**.

3. Use the scroll bar to the right of the graphics list to scroll down a short distance. Locate the clip art called *Red Ribbon*. (Look under each clip art image to see its title.)




4. Click once on the clip art to select it and then click the **Select** button. The ribbon appears in the center of the certificate.
5. To move the ribbon, click it and drag it to the lower-left corner of the certificate.
6. To enlarge the ribbon, click it once to select it. Then click the small black square in the upper-right corner of the ribbon's border and drag it up and to the right.


## Saving Your Certificate

1. In the *File* menu, select **Save**.
2. Complete the fields in the dialog box and click **OK**.

## Printing Your Certificate

1. To see how your certificate will print, select the **Print Preview** button in the *Global* toolbar.  Then, click the **Close** button.
2. Load the desired paper into your printer's paper tray.
  - To print a test page, load regular HP Inkjet paper.
  - To print the final certificate, load HP Premium Inkjet paper or HP Premium Photo paper *glossy side down* into your printer's paper tray.



3. Click the **Print** icon in the *Global* toolbar.  You see the *Print* dialog box. Make sure HP DeskJet is listed as the printer. If not, click the **Setup** button and select it in the *Specified Printer* list. Then click **OK**.
4. Click the **Setup** button and then the **Options** button.
  - For a test print, select the **EconoFast** button to save ink.
  - For final print-outs, click the **Best Print Quality** button or select whichever paper you are using.
 Click the **OK** button twice to return to the *Print* dialog box.
5. Click the **Print** button.

## Expanding Possibilities

Certificates are easy to create and mean a lot to their recipients. Here are some perfect occasions for certificate presentations:

- Awards banquets
- Company meetings
- Employment anniversaries
- Club meetings
- Family dinners
- Birthday parties
- Graduations
- Class reunions
- Retirement parties
- Wedding anniversaries
- Valentine's Day
- Mother's or Father's Day
- Grandparent's Day
- Secretary's or Boss' Day



## Advanced



2 Hours

### Supplies list

- A few special photographs
- HP Premium Photo Paper and HP Premium Inkjet Heavyweight Paper
- 3-hole or hand-held paper punch
- Ribbon or raffia for binding the pages together

**Tip:** Make sure your photos are saved in one of the following formats so you can easily import them into your document: GIF, BMP, JPG, or TIF.



## Photo Album of Memories

### Project Overview

Photographs are treasures. They capture forever some of life's greatest moments: weddings, birthdays, holidays, vacations, summer camp, school events. They also make great gifts, particularly for special people who live far away. In this project, you'll use your own photographs to create an eye-catching photo album of your most memorable moments. You'll add special effects to your photos, using the exciting features of Professor Franklin's Instant Photo Effects™. Then, import them into PrintMaster™ Gold where you'll build your scrapbook. It's all very easy. Join us as we explore the possibilities.

## Let's Make a Photo Album

### Getting Photos Onto Your Computer

Refer to the information on page 14 to transfer your photographs from your hands to the computer screen.

### Copying Your Photos into a Folder on Your Hard Drive

#### Windows 95 Users:

1. Click the **Start** button in the Windows 95 task bar. Then select *Windows Explorer*.
2. Click the icon for your hard drive (often drive C:).



3. In the *File* menu, select *New* and then select *Folder*. You see a new, highlighted folder.
4. Type *My Photos* for a new folder name.
5. Insert the CD or floppy disk containing your photos. Then, in *Windows Explorer*, double-click the icon for the CD or floppy disk that contains your photos.
6. While holding down the **Control** key on your keyboard, click once on each of the photo files to select them.
7. In the *Edit* menu, select *Copy*.
8. On your hard drive, click once on the *My Photos* folder. Then, in the *Edit* menu, select *Paste*. Now, all of the selected files are copied into the *My Photos* folder.

#### Windows 3.1x Users:

1. In Program Manager, double-click the Main program group and then double-click the *File Manager* icon.
2. In *File Manager*, click the icon for your hard drive.
3. Double-click the directory for your hard drive.
3. In the *File* menu, select *Create Directory*.
4. In the dialog box that appears, make sure that the current directory only lists your hard drive's letter (i.e., c:\).
5. Insert the CD or floppy disk containing your photos.
6. Double-click the icon for the CD or floppy disk containing the photos. This opens a new File Manager window. Drag the title bar of this new File Manager window slightly down and to the right so you can see the *My Photos* directory behind it.
7. While holding down the **Control** key on your keyboard, click once on each of the photo files on the CD or floppy disk to select them.
8. With the files highlighted, click and drag them until the cursor is position over the *My Photos* directory. Then release the mouse button.
9. Click **Yes** in the dialog box that appears to copy the files.

**Tip:** The common default names in windows are:

A: for your floppy drive,  
C: for your hard drive, and  
D: for your CD-Rom drive.  
Check your system to find out how your drives are named.

## Using Professor Franklins' Instant Photo Effects™ to Apply a Frame Effect to the Cover Photo

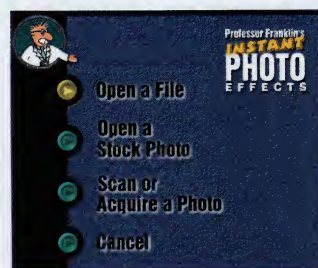
1. Open Professor Franklin's Instant Photo Effects™:

**Windows 95 Users:** Click the **Start** button in the Windows 95 task bar. Then select *Programs, Professor Franklin*, and finally *Instant Photo Effects*.

**Windows 3.1x Users:** Skip to the section, *Setting Up Your Photo Album*, on page 24. Professor Franklin's Instant Photo Effects requires Windows 95 or greater. However, you can still import your photos into PrintMaster™ Gold and create a photo album.

**Tip:** To determine a graphics format, open Windows Explorer (Windows 95) or File Manager (Windows 3.1x) and look at the letters following the graphic's name. Remember, it must be GIF, BMP, JPG or TIF format.

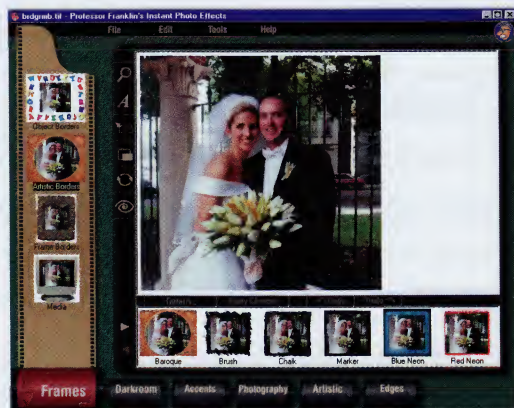
2. In the opening screen, click **Open a File**.
3. In the *Open* dialog box, click the *Look In* menu and select your hard drive. Then double-click the folder called *My Photos*. Click once on a file for the cover of the album, and then click **Open**.



If you do not see the photo listed, it may not have been saved in GIF, BMP, JPG, or TIF format.

After clicking **Open**, your photos appear in the main window.

4. At the bottom of the screen, click **Frames**.
5. On the left side of the screen, click the frame design called *Artistic Borders*.
6. At the bottom of the screen, click the design called *Baroque*.





- If you like the way your photo looks with this frame, open the *File* menu and select *Save As*. Locate and open the directory called *My Photos*. Type a different file name and click **Save**.

## Applying Edge Effects to Inside Photos

For the inside photos, you can select from a variety of creative edge effects to give your album the look you want.

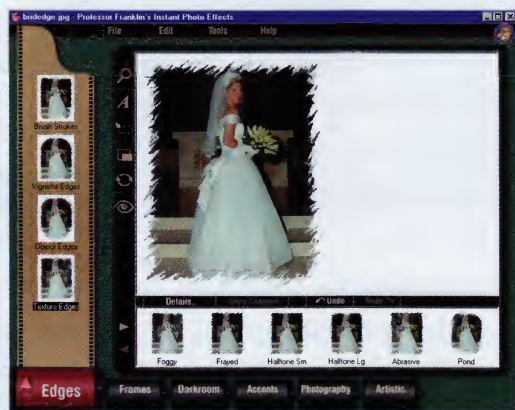
- In the *File* menu, select *Open*.
- In the *Open* dialog box, locate the directory called *My Photos*. Click once on a file for the inside of the album, and then click **Open**. If you do not see your photo listed, it may not have been saved in GIF, BMP, JPG, or TIF format.

After clicking **Open**, your photo appears in the main window.

- At the bottom of the screen, click **Edges**.

- On the left side of the screen, click the edge design called *Texture Edges*.

- Underneath the main window, a list of styles appears. Click the design called *Frayed*.



- If you like the way your photo looks with this edge, open the *File* menu and select *Save As*. Locate and open the directory called *My Photos*. Type a different file name and click **Save**.
- Repeat Steps 1-6 for each of the photos. When finished, select *Exit* in the *File* menu of Professor Franklin's Instant Photo Effects™.

**Tip:** To create a common feel between photos, give them the same edge effect. It makes several different photos really stand together as a group.

**Tip:** The Newsletter selection in PrintMaster Gold allows you to add as many pages as necessary to complete your album.

## Setting Up Your Photo Album

Now you'll arrange your photos in PrintMaster™ Gold to create the cover and inside pages of your photo album.

1. Open PrintMaster Gold:

**Windows 95 Users:** Click the **Start** button in the Windows 95 task bar. Then select *Programs*, then *PrintMaster Gold*, and finally *PrintMaster Gold Publishing Suite*.

**Windows 3.1x Users:** Open the *Program Manager* and double-click the *PrintMaster Gold* subdirectory. Then double-click the *PrintMaster Gold Publishing Suite* icon.

2. In the *Create...* screen, click the **Brand New** button.



3. Select *Newsletter*. Click **Next**.

4. For orientation, select *Tall*. Click **Finish**.

## Creating a Cover Page

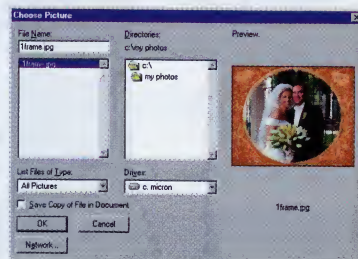
1. In the *Add* toolbar, click the **Add a Picture** icon.



The *Art Gallery* window appears.

2. In the *File* menu (within the *Art Gallery* window), select *Open from Disk*.

3. In the *Drives* list, select the hard drive containing the *My Photos* folder. In the *Directories* list, locate the folder called *My Photos*.




If the photo is not listed, make sure it was saved in GIF, BMP, JPG, or TIF format.

4. Select the photo, making sure that it shows up in the *Preview* area. Click the **OK** button. You see your photo placed on the page.
5. Position your photo slightly above center of the page.




## Adding Text

1. Click on the *Text Box* tool in the *Add* toolbar. 
2. Click below the photo and drag down and to the right to create a large text box. Release the mouse button. The cursor appears in the text box.
3. Type the name of the photo album. In the example shown below, we're creating a wedding album and calling it, "Our Wedding."


## Changing the Text's Font, Size, Color and Position

1. First, highlight the text you want to change.

2. Use the options in the *Text* toolbar to change the text's appearance. In our example, we're centering the text , using the font called *Paris* and making its size 60 points.



Refer to page 9 of the Greeting Card project for more details.

3. To reposition a text box, click its border. Position the cursor over the border until you see a crosshair . Then drag the box to the desired position and release the mouse button.

## Creating Inside Pages

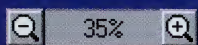
Now we'll create pages for the inside of your photo album.



1. In the *Add* menu (not the *Add* toolbar), select *Pages*.
2. In the dialog box that appears, type 2 for the number of inside pages that you'd like to add to your photo album and click **OK**. You can always add more pages later.

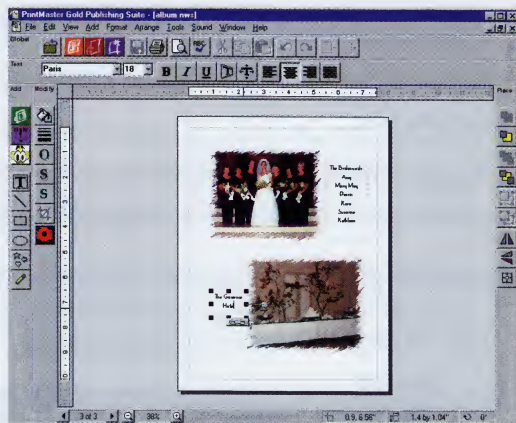
**Tip:** If any of the words become hidden, expand the borders of the text box. Just click once on the edge of the text box. Then drag one of the small black squares to expand the border.

**Tip:** Your font style choice should match the style of your photographs. For example, if you are creating a child's photo album, you may want to choose a more playful font like *Jester*.



**Tip:** For zooming in and out of your document, use the zoom tool located at the bottom of your screen.



3. In the lower-left corner of the window, click the left arrow button  2 of 3  until you see page 2 of 3. (This will be a blank page.)
4. Insert the inside photos on pages 2 & 3 by following Steps 1-4 under *Creating a Cover Page* on page 24. Then continue with Step 5 below.
5. Add text to describe each photo by following the steps under *Changing the Text's Font...* on page 25. In this example, however, the font is *Paris* and the font size *18 points*.



## Printing Your Photo Album

1. To see how your photo album will print, select the **Print Preview** button in the *Global* toolbar.  Then, click the **Close** button.
2. Load the desired paper into your printer's paper tray.
  - To print a test page, load regular HP inkjet paper.
  - To print the final album, load HP Premium Photo Paper *glossy side down* or HP Premium Inkjet Heavyweight Paper into your printer's paper tray.
3. Click the **Print** icon in the *Global* toolbar.  You see the *Print* dialog box. Make sure *HP DeskJet* is listed as the printer. If not, click the **Setup** button and select it in the *Specified Printer* list, and click **OK**.
4. Next, click the **Setup** button and then the **Options** button.
  - For a test print, select the **EconoFast** button to save ink.
  - For printing on HP photo paper, select *HP Deluxe Photo Paper* in the *Paper Type* list.
  - For double-sided printing, select *HP Premium Inkjet Paper* in the *Paper Type* list and use *HP Premium Inkjet Heavyweight Paper*.



5. Click the **OK** button twice to return to the *Print* dialog box.
6. If you're printing on both sides of the paper, select the *2-Sided* checkbox. Below that, select the *Print Instruction page* checkbox.
7. Click the **Print** button.
8. Follow the instructions that appear on your screen, as well as the printed instructions that come out of the printer with your document.

## Expanding Possibilities

- For a more hand-made look, make the cover of your album using hand-made paper, with your cover photo cut out and pasted on. Then experiment with different ways of binding your pages. Don't be afraid to get creative!
- Make unique journals or notebooks to give as gifts to colleagues. Consider adding "success" quotes or other motivating words to each page.
- Add new and creative pages to an existing large-format album. You can add the excitement of text and clip art without the mess!
- Make a baby book as a gift for a friend who's expecting. Ask her for a few of her own baby photos for you to add to the pages.
- Make an autograph book for your young children to take to school. Add fun graphics and even photos of your children with their friends.



## ► Intermediate



30 Minutes

### Supplies list

- A photo of yourself, friends or family pet
- Label and/or sticker paper made for Inkjet printers
- Scissors

**Tip:** There are several different label types available for you to choose from. Check your local computer/office supply store for details.



## Personalized Stickers

### Project Overview

Stickers are fun to create and great for trading with friends. Design the perfect sticker—one with your photo on it! Use photos of your friends' school pictures or your loyal cat or dog. You have the tools and creativity to make stickers any way you like and can even add humorous captions! So, find a few of your favorite photos and have fun!

## Let's Make Stickers

### Getting Started

To start this project, follow the instructions on page 14, *Getting Photos Onto Your Computer*. This explains how to get the picture you want into a format your computer can use.

### Setting Up Your Stickers

1. Open PrintMaster™ Gold:

**Windows 95 Users:** Click the **Start** button in the Windows 95 task bar. Then select *Programs*, then *PrintMaster Gold*, and finally *PrintMaster Gold Publishing Suite*.

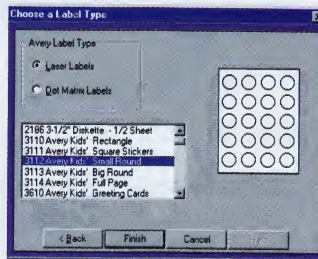
**Windows 3.1x Users:** Open the *Program Manager* and double-click the *PrintMaster Gold Publishing Suite* subdirectory. Then double-click the *PrintMaster Gold Publishing Suite* icon.

2. In the *Create...* screen, click the **Brand New** button.



3. Select *Label*. Click the **Next** button.

4. In the *Choose a Label Type* dialog box, use the scroll bar to find the label you will be using. Click it once to select it.




In this example we are using *Avery Kids' Small Round*.

5. Click **Finish**.

In the document area, notice that you only see one, big round sticker. When you print your stickers, PrintMaster Gold automatically repeats the image several times to fill up the entire page of stickers.

## Adding Your Photo to Your Sticker

1. Insert the floppy disk or CD containing your photo.

2. In the *Add* toolbar, click the **Add a Picture** icon.   
The *Art Gallery* window appears.

3. In the *File* menu (within the *Art Gallery* window), select *Open from Disk*.

4. In the *Drives* list, select the floppy drive or CD drive containing the photo. In the *Directories* list, locate and open the folder containing the photo.

If the photo does not appear, make sure it was saved in GIF, BMP, JPG, or TIF format.

5. Select the photo, making sure that it shows in the *Preview* area. Click the **OK** button. You see your photo placed on the page.

6. Your photo automatically appears inside the grey border in the center of the sticker.




**Tip:** If you don't have a photo handy, but want to try a few test stickers, use a graphic included with the PrintMaster™ Gold Publishing Suite. (You'll find them in the *Art Gallery* window.)

**Tip:** Often, A: is the drive letter used in the *Drives* list for floppy drives and D: is the letter for CD-ROM drives.




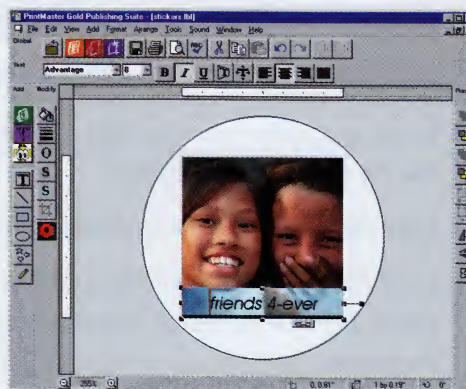
We've cropped the left edge of our photo to make it a square shape instead of a rectangle. If you'd like to crop your photo, refer to page 10, Step 5. To size and position your photo, refer to page 8 of the Greeting Card project.

## Adding Text

1. Click on the *Text Box* tool in the *Add* toolbar. 
2. Click in the lower-left part of your photo and drag down and to the right to create a text box. Release the mouse button. The cursor appears in the text box.
3. Type in the message for your sticker. In the example shown, we typed "friends 4-ever".


## Changing the Text's Font, Size, Color and Position

1. First, highlight the text you want to change.
2. Use the options in the *Text* toolbar to change the text's appearance. In our example, we're centering the text , using the font called *Advantage* and making its size 8 points.

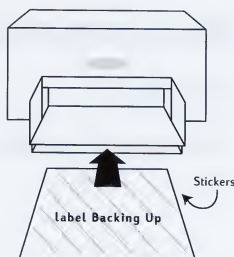


**Tip:** If there is room under your photo, you can add another text box. After you've created the text box and added the new text, make sure it will fit on your sticker. Just click on the *Print Preview* button. If the text doesn't show up, it will not print on your sticker.


## Printing Your Stickers

1. To see how your stickers will print, click the **Print Preview** button in the *Global* toolbar.  Note that a whole page of stickers appears. Then, click the **Close** button.
2. Load the desired paper into your printer's paper tray.
  - To print a test page, load regular HP Inkjet paper.

- If you're ready to print your stickers, load the Label Paper *sticker side down* into your printer's paper tray. In this example, we are using *Avery Kids Small Round* stickers.



3. Click the **Print** icon in the *Global* toolbar.

 You see the *Print* dialog box. Make sure *HP DeskJet* is listed as the printer. If not, click the **Setup** button and select it in the *Specified Printer* list. Then click **OK**.

4. Click the **Setup** button and then the **Options** button.

- For a test print, select the **EconoFast** button to save ink.
- For printing your stickers, select *HP Premium Inkjet Paper* in the *Paper Type* list. (This produces the best results when printing labels.)

Click the **OK** button twice to return to the *Print* dialog box.

5. Click the **Print** button.

## Expanding Possibilities

- Design matching stickers to seal envelopes for your custom-created party invitations.
- Make stickers for each of your children to label their school lunches or chores list.
- Make colorful, larger stickers for labeling jars of home-grown fruits and vegetables or home-made, bottled beverages. Use PrintMaster™ Gold's suite of artwork to coordinate the stickers with the contents of the jars or bottles.
- Custom design your own self-adhesive gift tags for the holidays or special gift-giving occasions. Use your computer and a festive font and color to type the "TO" and "FROM" information instead of hand writing it.



**Important:** Do not run partially-used sheets of labels through the printer. This may cause a sticker to peel off inside the printer and create printing problems.



## Recommended HP Media

HP Product	Part #	Ideal Use
HP Premium Photo Paper	C6039A	Certificates, illustrations, photographic images, photo album pictures, glossy flyers, report covers, presentation covers
HP Photo Paper	C1846A	Certificates, illustrations, photographic images, photo album pictures, glossy pictures presentation covers
HP Greeting Card Paper (pre-scored for quarter-fold)	C1812A	Birthday and holiday cards, personalized notes, invitations
HP Glossy Greeting Card Paper (pre-scored for half-fold)	C8044A	Custom, full-size greeting cards and invitations, special cards for special occasions
HP Banner Paper	C1820A	School and office events, birthday parties, special announcements
HP Iron-On T-Shirt Transfers	C6049A	Personalized T-shirts, canvas bags, aprons
HP Bright White Inkjet Paper	C1824A	Charts, graphs, flyers, newsletters, reports
HP Premium Inkjet Paper	51634Y	Image-intensive prints
HP Premium Inkjet Heavyweight Paper	C1852A	Reports, report covers, brochures, newsletters, flyers, certificates, greeting cards, calendars
HP Premium Inkjet Transparency Film	C3834A	Presentations, slip-in binders

**Tip:** HP Premium Inkjet Heavyweight Paper is great for printing double-sided documents.





## Your DeskJet Connection!

### Printing Possibilities:

<http://www.deskjet.com>

### Information on more products:

<http://www.hp.com>

### HP Customer Care:

<http://www.hp.com/support/deskjet>



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